

Roleplay Tips and Tricks



This sheet will outline small adjustments you can make to your roleplay that will lead to a much more polished presentation.

The roleplay has two phases: the 10 Minute Prep phase, and the 10 minute presentation phase. If we examine ways to improve within each stage, your end result will improve greatly.

10 Minute Prep Phase:

Format your notes like the RP Note Sheet Exemplar

- a. **Why?** This way when you go to present, your notes are organized and easy for you to follow
2. Write down the PIs on your Note Sheet before you read the case scenario
 - a. **Why?** This way you will be thinking about contextualizing the PIs with the case scenario while reading
3. Note any and all small details listed about the company
 - a. **Why?** If you bring up small details it will not only show the judge that you understood the case scenario, but it will make you look like you know what you are doing.
4. Write down something for every single PI
 - a. **Why?** You are better off saying something you planned than something spontaneous for something you don't know.
 - b. **What if you don't understand the PI?** Use what you DO understand, and fill in the rest with assumptions. If you just address that PI in the roleplay you will get some points.
5. Try to finish in 7-8 Minutes
 - a. **Why?** If you can run through your presentation in your head in 30-45 seconds, you leave about a minute to add something to your notes

10 Minute Presentation:

1. Greet the judge with a firm handshake, eye contact, a smile, and ASK to sit
 - a. **Why?** A firm handshake and eye contact shows respect and confidence. This makes a really good first impression on someone who only knows you for 10 minutes. A smile is inviting and personable. Asking to sit gives you the ability to seamlessly transition into the presentation.
2. Use your hands when you talk
 - a. **Why?** So long as you aren't flailing your hands around like you are drowning, it looks better than keeping them flat on the table. Even if they are barely moving, it is better than looking like you are delivering a speech.
3. Try to keep as much eye contact with the judge as possible
 - a. **Why?** Confidence. It is really easy to read off of your sheet for 10 minutes, so it will impress the judge if you are looking at them.
 - b. **How?** If you list ideas, and not complete development, it is easier to just glance at your sheet and look at the judge.
4. Try not to talk too fast, and keep good diction
 - a. **Why?** Odds are the judge will be taking notes. You want to make sure they can take good memorable notes on you.
 - b. **How?** If you breathe really slowly between your prep and presentation, you can lower your heart rate, and thus slow your speech. If you also consciously try to keep your speech rate extra slow then it will balance out. Also, you can try to take pauses in between ideas to check yourself. If you are taking huge breaths you are going too fast.
5. Start the presentation by acknowledging the prompt
 - a. **Why?** Depending on your position relative to the judge, you need to present your information in a specific way. With your modified tone, make sure that you acknowledge why you are meeting with them in the first place. If the judge is a customer that wants information say 'so I understand that you are here for more information regarding....' This shows professionalism and understanding in a spontaneous situation.

6. Casually drop the company name and business
 - a. **Why?** It makes the judge better see you in your role if you present yourself as a true representative from your company
7. Present the PIs as they make sense
 - a. **Why?** The PIs aren't listed in any specific order on the roleplay. In order to maximize the fluidity of your roleplay, present them in whichever order makes sense. This will create cohesion, and a more impressive presentation.
8. Make sure to address every single PI, even if you don't know it
 - a. **Why?** The judge listens to so many presentations. Odds are, they won't remember how in depth you analyzed the PI. They will remember if you talked about it at all. Literally just bring it up, say it's important and phrase it in a couple of ways and that is enough.
9. Do a PI Recap at the end
 - a. **Why?** The judge listens to so many presentations. Just giving them a quick recap of everything you talked about will jog their memory so they write stuff down last minute that will help you.
10. Conclude your presentation by putting the ball in the Judge's hand
 - a. **Why?** It can be awkward to just end, so if you finish presenting, let the judge finish for you.
 - b. **How?** Say 'that's all I had prepared. Did you have any questions, or is there anything you wanted more clarification on?' This puts the presentation in the judges hand, which makes your life easier
11. Reference business trends or studies prevalent to your role-play
 - a. **Why?** Showing the judge that you are a professional who is aware of industry trends makes you look like you know what you're doing.
 - b. **How?** Read up a couple university studies or business news surrounding your event.
12. Show confidence and respect when answering questions
 - a. **Why?** The judge will almost always ask you post roleplay questions. You don't know what they are, but the judge has them. There is no rubric for these questions, you making the judge believe that you answered them well is all you need, not an actual answer.

- b. **How?** If you know the answer, great! Still, take a second, acknowledge the validity of the question and give them a great answer. If you don't know the answer, you can buy yourself time. Slow the time by saying 'that's a really good question. This idea is important to consider for a number of reasons' Then use context clues and give it a shot.